



## MyNAEP Step-By-Step Instructions

### Notify Parents/Guardians (Task 5)

**This MyNAEP section will be available to you starting December 7.**

Federal law requires that parents be notified that their child has been selected for the NAEP assessment and that student participation is voluntary. You will inform the NAEP representative and update the MyNAEP website with how parents/guardians were notified, the date, what revisions were made to the NAEP-provided letter template, and if all parents or only parents of sampled students were notified of voluntary student participation in the NAEP assessment. Letters may be sent via online newsletter, e-mail, or by postal service as long as the communication is accessible by parents/guardians of sampled students.

**Without providing a copy of your school's notification letter on the MyNAEP site, the assessment team cannot administer the NAEP assessment and a new assessment date will have to be scheduled.**

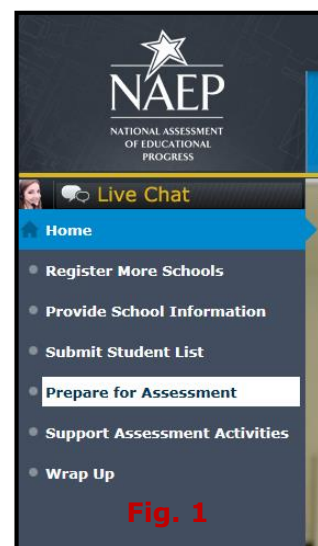


Fig. 1



*Complete the following:*

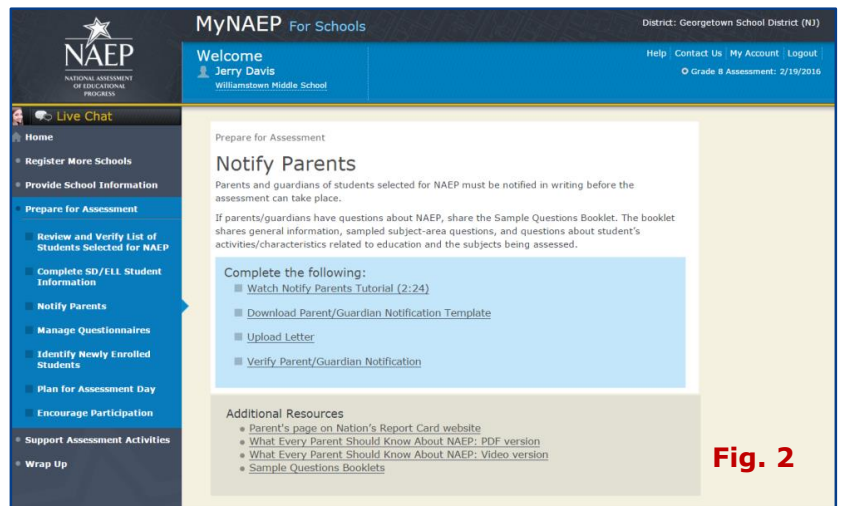
**Estimated time to complete: 1 hour**



#### **Obtain the following information to complete Task 5.**

- Customized parent/guardian notification letter saved on your computer
- Your sampled students' parent/guardian contact information
- Answers to the following questions:
  - When did you notify parents/guardians?
  - How were parents/guardians notified?
  - Other than updating placeholder text specific to your school, did you make any changes to the notification letter?
  - Who received a notification?
  - Who distributed the letter home to parents/guardians?

1. Under the **Prepare for Assessment** tab, select **Notify Parents** (Fig. 2).
2. Watch the **Tutorial Video**.
3. Select **Download Parent/Guardian Notification Template**.



**Fig. 2**

4. Select on the appropriate **Parent/Guardian Notification Template** link and save the downloaded notification onto your computer.
5. Customize the notification for your school. **You will need to place your customized notification onto your school's letterhead.**
6. Select either **Yes** or **No** for whether or not you were able to download the notification.
7. Select **Submit**.
8. Type in the date that you plan on distributing the notification. (You will receive an email reminder on that day to send your notification.)
9. Upload your notification by following the instructions on the page. (You may choose to keep a hard copy of the dated notification letter to give to your NAEP representative on assessment day.)
10. Select **Submit**.
11. After you have sent the notification, select **Verify Parent/Guardian Notification** under the **Prepare for Assessment** tab.
12. Type in the date that you sent the notification.
13. Indicate how you sent the notification. (You may choose more than one option.)
14. Select either **Yes** or **No** for whether or not you made any changes to the notification.
15. Select the appropriate button for who received the notification.
16. Type in the name of the person who distributed the notification.
17. Select **Submit**.
18. The checkmark next to **Verify Parent/Guardian Notification** will change from white to green once your NAEP representative has verified that your information is complete.

### Resources

- ☐ Parent/Guardian Notification "How-to" Tutorial, [click here](#).
- ☐ Montana's Parent/Guardian Notification Letter, click [grade 4 here](#) | [grade 8 here](#).
- ☐ MyNAEP Parent/Guardian Customization Checklist, [click here](#).
- ☐ MyNAEP School Coordinator Checklist/Deadline Reminders, [click here](#).
- ☐ The Preassessment Review Call Expectations, [click here](#).
- ☐ Preparing for Assessment Overview, [click here](#).
- ☐ List of MyNAEP Website Improvements, [click here](#).
- ☐ What Every Parent Should Know About NAEP, [click here](#).

**Thank you for your timely completion of the 5<sup>th</sup> NAEP 2016 School Coordinator Task!**